



## Home Occupation Application



### City of Franklin Department of City Development

9229 West Loomis Road, Franklin, Wisconsin 53132 / Phone: (414) 425-4024 Fax: (414) 427-7691

**Fees:** Include \$50.00 **non-refundable** fee payable to **City of Franklin**.

#### Home Occupation Applicant

Address \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

**Building Type:** single-family ☐ two-family ☐ multiple-family ☐

#### Property Owner Information (if other than applicant):

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

**Describe Home Occupation (be very specific):** \_\_\_\_\_

1. Number of Employees? \_\_\_\_\_

2. Who are they in relationship to the applicant? \_\_\_\_\_

3. Do they reside at the same location as the home occupation? \_\_\_\_\_

4. What percentage of the principal structure is going to be occupied by the home occupation? \_\_\_\_\_

5. Is the delivery of goods required? \_\_\_\_\_

If yes, explain the types of vehicles and frequency \_\_\_\_\_

#### Owner / Applicant Authorization

The signature(s) below certifies that the information provided on this form is in all respects true and accurate. By signing this form, I certify that I understand the requirements of Section 15-3.0802 of the Unified Development Ordinance regulating Home Occupations, and agree to abide by them. I also understand that should the Home Occupation become a nuisance, hazard, or unreasonably interfere with the quiet enjoyment of other people's premises; this Home Occupation Permit may be revoked by the City of Franklin.

**Owner:** \_\_\_\_\_ **Applicant:** \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

#### Department Use Only

☐ Approved ☐ Denied

Planning Department Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Home Occupation Guidelines

The City of Franklin recognizes the desire by some individuals to use their residence as a location for their personal business activities. In understanding this need, the City has developed certain guidelines for these "Home Occupations" so as not to impair the use or value of residential zoning districts. The intent is to provide clear standards for Home Occupations in residential zones to ensure compatibility with the residential district standards, and to eliminate the possibility of adverse effects on the residential character of residential zones by Home Occupation activities. Additionally, there shall be no visible evidence from the exterior of the premises that a Home Occupation is being conducted.

### **Please answer the following questions by checking the appropriate box**

Per Section 15-3.0802 of City of Franklin Unified Development Ordinance, Home Occupations regulation include:  
YES NO

- ☐ ☐ Will the home occupation be carried on by only persons residing in the dwelling unit?
- ☐ ☐ Will the home occupation require more than 25% of floor area of dwelling to be used?
- ☐ ☐ Will there be outside display, storage or use of land?  
If yes, please explain: \_\_\_\_\_
- ☐ ☐ Will there be any changes to outside appearance of dwelling?  
If yes, please explain: \_\_\_\_\_
- ☐ ☐ Will there be a sign on exterior of dwelling to advertise the Home Occupation.  
If yes, please explain: \_\_\_\_\_
- ☐ ☐ Will the home occupation be conducted in an accessory building or outside?
- ☐ ☐ Will there be mechanical equipment used for the Home Occupation which is not normally used for regular household purposes.  
If yes, please explain: \_\_\_\_\_
- ☐ ☐ Will there be items sold on the premises?  
If yes, please explain: \_\_\_\_\_
- ☐ ☐ Will the home occupation create additional vehicular or pedestrian traffic above what would normally be expected from the principal use?  
If yes, please explain: \_\_\_\_\_
- ☐ ☐ Is the home occupation a prohibited use?  
If yes, please explain: \_\_\_\_\_
- ☐ ☐ Will refuse in excess of amount allowable for regular residential pick-up be generated by the Home Occupation?
- ☐ ☐ Will the home occupation create levels of noise, radiation, vibration, heat, glare, smoke, dust, fumes, odors or electrical interference greater than what would normally be expected from the principal use?  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
- ☐ ☐ Will the Home Occupation cause or create any nuisance or undue adverse impact on any adjacent property or the character of the area?  
If yes, please explain: \_\_\_\_\_
- ☐ ☐ Will the Home Occupation threaten public health or safety, be noxious, offensive or hazardous?  
If yes, please explain: \_\_\_\_\_

## **PROHIBITED USES**

1. Motor vehicle repair and/or service.
2. Tutoring or instruction to more than three (3) persons at a time.
3. Millinery shops.
4. Tea rooms, restaurants, tourist homes, rooming houses and bed-and-breakfast establishments.
5. Medical offices.
6. Veterinary clinics, hospitals or kennels.
7. Catering or food preparation businesses.
8. Funeral Parlors and undertaking establishments.
9. Antique shops.
10. Any use similar to the above or, as determined by Staff, which does not meet Standards and Criteria as set forth in Section 15-3.0802 of Unified Development Ordinance.



F. **Home Occupations and Home Offices in the R-1, R-2, R-3, R-3E, R-4, R-5, R-6, R-7, R-8, A-1, and A-2 Districts.** The following specific standards shall be used for home occupations and home offices located as accessory uses in R-1, R-2, R-3, R-3E, R-4, R-5, R-6, R-7, R-8, A-1, and A-2 Districts:

1. **Home Occupation Employees.** No person shall be employed other than members of the immediate family residing on the premises.
2. **Maximum Floor Area Permitted to be Used for Home Occupation.** The use of the dwelling unit for the home occupation or home office shall be clearly incidental and secondary to its use for residential purposes. No more than twenty-five (25) percent of the floor area of the dwelling unit shall be used in the conduct of the home occupation or home office; and no outside display, storage, or use of land is permitted.
3. **No Change in the Outside Appearance of the Building, Accessory Structure, or Premises Permitted.** There shall be no change in the outside appearance of the building, accessory structure, or premises as a result of such home occupation or office, with the exception of an unlighted sign or nameplate, not more than one (1) square foot in total area, attached to and not projecting from the building.
4. **Conduct of Home Occupation in Accessory Building or Structure Prohibited.** No home occupation or home office shall be conducted in any accessory building or structure or outdoors.
5. **Use of Mechanical and Electrical Equipment.** No mechanical equipment shall be used on the premises, except such that is normally used for purely domestic or household purposes. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television sets off the premises, or causes fluctuations in line voltage in excess of that normally associated with household use. Computer equipment which meets the aforementioned criteria and which can be purchased for use in the home shall be considered as "normally associated with household use."
6. **Sale and Display of Commodities and Goods.** No commodity or good not produced on the premises shall be sold on the premises nor displayed on the exterior or interior of the premises, or warehoused on the premises for sale elsewhere. This does not preclude taking orders for sales or provision of services off-site.
7. **Traffic.** No vehicular or pedestrian traffic shall be generated by such home occupation or home office in greater volume than would normally be expected from the principle use. In the case of measuring vehicular traffic, criteria established in the most current edition of the Institute of Transportation Engineer's publication titled Trip Generation shall be used.
8. **Home Occupation Uses--Permitted and Not Permitted.** A home occupation may include, but not be limited to the following: domestic crafts such as seamstress, sewing, tailoring, weaving, washing and ironing, private tutoring and instruction (limited to three [3] pupils at any one time), and home offices shall include professional services. Millinery shops, tearooms, restaurants, tourist homes, bed and breakfast establishments, auto repair and tune-up, general offices which would require more off-street parking than which is required for the type of residential use which is permitted in the residential district, clinics, physician's, dentist's and offices of the like, welding shops, animal hospitals, veterinary clinics, catering or other food preparation businesses, funeral parlors and undertaking establishments, antique shops, rooming houses, dancing schools, and kennels, among others, shall not be deemed to be home occupations.
9. **Levels of Noise, Emissions, Radiation, Vibration, Heat, Glare, Smoke, Dust, Fumes, Odors, or Electrical Interference.** There shall be no levels of noise, emissions, radiation, vibration, heat, glare, smoke, dust, fumes, odors, or electrical interference created which is detectable to the normal senses outside the dwelling unit in excess of that normally associated with household use.

10. **Refuse.** No refuse in excess of the amount allowable for regular residential pick-up shall be generated by any home occupation.
11. **Nuisance Causing Activities.** No home occupation shall cause or create any nuisance; cause or create any substantial or undue adverse impact on any adjacent property or the character of the area; or threaten the public health, safety or general welfare; or be noxious, offensive, or hazardous.
12. **Materials Which Decompose by Detonation Prohibited.** No materials which decompose by detonation shall be allowed in conjunction with a home occupation.
13. **Public Utility Use Exceeding Typical Residential Dwelling Unit Demand Not Permitted.** No home occupation shall be permitted which generates sewerage or water use in excess of what is typical for a residential dwelling unit.



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